

Professional and Managerial Branch
Planning Group
Community Development Series

COMMUNITY & HUMAN DEVELOPMENT DIRECTOR
Unclassified
0702/(REB)

Summary

Under administrative direction, directs, implements and supervises the City's community and human development programs; performs related duties as required.

Typical Duties

Plans, organizes and directs departmental functions and activities relating to planning, citizen participation and housing assistance; implements and administers community development programs; insures consistency and cooperation among involved City departments, public and private agencies and the general public; supervises the monitoring and evaluation of program activities; inspects project sites and assures programs comply with federal, state and local rules and regulations.

Develops and administers departmental budgets; reviews and approves requests for federal funding; insures fiscal responsibility and compliance with federal, state and local policies; prepares required and requested performance and progress reports; analyzes legislation and coordinates implementation of legal aspects with the City Attorney; prepares and delivers presentation to public hearings, neighborhood meetings, boards and commissions; meets with federal, state and local officials and agencies; supervises land acquisition and relocation in accordance with applicable rules and regulations.

Develops and implements department policies and procedures; coordinates department audits; plans, assigns, supervises, reviews and evaluates the work of subordinate personnel; trains and develops assigned personnel; enforces personnel rules and regulations, standards of conduct and work attendance; enforces safe working practices and procedures; maintains records and prepares reports.

MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Business or Public Administration, Urban Planning or closely related field and six years of progressively responsible professional administrative experience including three years experience in the administration of Community Development Block Grants in an entitlement city; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of community and urban development practices, policies and procedures; considerable knowledge of housing rehabilitation programs; considerable knowledge of Community Development Block Grant application and control; considerable knowledge of federal, state and local statutes and ordinances concerning community development; considerable knowledge of budget development and maintenance; considerable knowledge of personnel rules and regulations, standards of conduct and work attendance; considerable knowledge of safe working practices and procedures; good knowledge of public and private resources.

Ability to develop, administer and implement urban development and housing rehabilitation programs; ability to prepare grant application completely and correctly; ability to prepare and deliver oral presentations; ability to supervise, trains and evaluate personnel; ability to develop and control a budget; ability to make sound judgments; ability to establish and maintain effective working relationships with fellow employees, officials and the general public; ability to express oneself clearly and concisely, both orally and in writing; ability to maintain records and prepare reports; ability to elicit public support and participation in community development programs.

Skill in the operation of a motor vehicle.

Physical Requirements: Mobility within an office and field environment; operate a motor vehicle through city traffic.

Licenses and Certificates: Texas Class "C" Driver's License or an equivalent license issued by another state.

Human Resources Director

Department Head